



**EXPRESSION OF INTEREST FOR  
EMPANELMENT / APPOINTMENT OF  
COST AUDITOR FOR COST AUDIT of UJVN Limited FOR  
THE FINANCIAL YEAR 2020-21**

**RESOURCE MOBILIZATION DEPARTMENT**

**UJVN LIMITED**

**Corporate & Regd. Office "UJJWAL",**

**Maharani Bagh, G.M.S Road,**

**Dehradun.**

# **UJVN Limited**

(A Govt. of Uttarakhand Enterprises)

## **Selection and Appointment of Cost Auditors**

### **A) Introduction :**

UJVNLtd.(alias UJVNL) is a wholly owned Corporation of the Government of Uttarakhand set up for managing hydro power generation at existing power stations and development, promotions of new hydro projects with the purpose of harnessing, the known, and yet to be known, hydro power resources of the State.

Presently UJVNL operates 10 Large Hydro power plants, 6 Small hydropower plants ranging in capacity from 1.50 MW to 304 MW & 7 Solar Plants ranging in capacity from 0.5 MW to 7.50 MW totaling up to 1318.46 MW. The State is committed to develop its huge power resources in an early and efficient manner for economic well-being and growth of the State and its people.

### **B) Maintenance of Cost records:**

Cost Records are being maintained by the Company as per extant rules.

The Company intends to shortlist / appoint a firm of Cost Accountants for conducting Cost Audit for the Financial Year 2020-21.

### **C) Scope of Work :**

UJVNL is looking for engagement of eligible cost audit firm preferably from Northern Region for carrying out the following job :-

- i. Cost Audit is to be conducted for the year 2020-21 in accordance with Rule (3B) (a) (iv) of Companies (Cost Records and Audit) Rules, 2014 as published in the official gazette of Govt. of India, Ministry of Corporate Affairs and as required by the Section 148 of the Companies Act, 2013 and in adherence to the relevant orders/clarifications as issued from time to time by Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India, and the Cost Accounting Standards issued by the Institute of Cost Accountants of India.
- ii. The Cost Auditors shall be responsible for uploading the Cost Audit Report on behalf of the Company to MCA as per the requirement of Companies (Cost Records and Audit) Rules, 2014 at no extra cost. However, the actual charges of filing fees if any shall be reimbursed.

### **D) Audit team:**

The team should consist of adequate number of qualified/ semi qualified Assistants (Cost Accountants) led by a senior partner of the firm.

### **E) Proposed Audit Fee:**

The schedule of fee will be as follow:

- i. Cost Audit fees for all the projects: Rs. 60,000/-
- ii. The travelling and out of pocket expenses will be paid subject to production of documentary evidence. The entitlement for the purpose of payment of travelling shall be as per UJVNL rules which shall be indicated in detail in the offer.
- iii. Statutory Taxes/ Levies & duties shall be paid extra as applicable.

**F) Selection Criteria:-**

The selection of the Cost Auditor shall be as per qualitative criteria for selection of cost auditor indicated in **Annexure - 2** which is based on the overall suitability of the firm and its experience in the cost audit of Central/State Power sector PSUs. The firm securing a minimum of 15 points will be shortlisted and one among the shortlisted will be appointed as cost Auditor for the Year 2020-21. Preference will be given to firm having its office near headquarter of UJVNL. The shortlisted firms will be eligible for appointment as Cost Auditor for the next 3 Financial Years.

**G) Other Terms and Conditions:**

The appointment of Cost Auditors is subject to the following declarations:

- i. The Audit firm must not sub contract the work.
- ii. The audit team will work in strict confidence and will ensure that the information in respect of the operation of the area/unit is dealt in strict confidence and secrecy. A certificate towards maintaining confidentiality to be provided by the Cost Auditor before commencement of audit.
- iii. No partner of the Auditors is related to M.D. / whole time Director or part time or Independent Director of the company within the meaning of Sub-Section (76) & (77) of Section 2 of the Companies Act,2013.
- iv. Neither the firm nor its partner or associates have any interest in the business of the company.
- v. The auditor will be required to issue certificate of Independence before commencement of audit.
- vi. If appointed, a Cost Auditor shall have prime responsibility to ensure that he does not violate the limits specified under section 141(3) (g) of the companies Act, 2013.
- vii. The auditor / firm shall be free from any disqualification under section 141(3) of the Companies Act, 2013.  
In addition to this, Audit Firm must not be holding any assignment as Statutory Auditor or Internal Auditor of UJVNL.
- viii. The partners holding certificate of Practice issued by Institute of Cost Accountants of India are in whole time practice.
- ix. The Cost auditor shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for anyother purpose.
- x. The Audit Firm will be debarred from getting the cost audit in future in UJVNL in thefollowing cases:
  - a. If the firm obtains the appointment on the basis of false information/ false statement.
  - b. If the firm does not take up audit in terms of appointment letter.
  - c. If the firm does not submit the audit report, complete in all respect in terms of appointment letter.
  - d. If the Firm violates any of the stipulations from (i) to (ix).
- xi. The offer should be submitted strictly as per terms and conditions laid down in the document. Application documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. All envelopes must be sealed and super scribed mentioning ***“Appointment / Empanelment of Cost Audit Firms”***.
- xii. Application received after the due date and closing time of submission of applications shall be ignored. Any application received late due to any reason whatsoever will not be accepted.
- xiii. Jurisdiction of courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of Uttarakhand, Nainital Only.
- xiv. Disclaimer: UJVNL reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Applicant(s) at anystage or to cancel the process entirely without assigning any reason.

**Format of the offer**

1	Name of the Cost Auditor / Firm of Cost Auditor (Indicate whether Proprietary Concern or Partnership Firm)	
2	Office Address  i) Permanent Address ii) Correspondence Address iii) Telephone No. iv) Fax No. v) Email Address vi) Website	
3	a) Year of Establishment b) Firm Registration No. (In case of Partnership Firm/Sole proprietary Firm) c) Proprietor's Membership No. (In case of members not having Firm Name) d) Service Tax Regn. No. e) Permanent Account No. (PAN) of Firm/Proprietor	
4	Average Annual Turnover of the firm in the last 3 preceding financial years.	
5	No. of Partners in the firm indicating separately fellow partners and associate partners.	
6	No. of qualified assistants (Cost Accountants) in the firm. He should be a member of his respective institute.	
7	No. of Semi qualified assistants (Inter Cost Accountant) in the firm and relevance and quality of the Methodology for execution of work.	
8	Experience i) No. of years in conducting Cost Audit ii) Experience in years in conducting statutory cost audit of Central/State PSU's engaged in Generation of electricity. iii) Experience in years in conducting statutory cost audit of Central/State PSU's in service industries other than mentioned in (ii) above.	
9	Whether any partner/ owner are also a partner/owner of any other firm of Cost Accountants. If yes, then furnish the following details.	

	<p>Whether any partner/ owner are also a partner/owner of any other firm of Cost Accountants. If yes, then furnish the following details.</p> <p>i) Name of such partners along with Membership No.</p> <p>ii) Name of firm along with registration no. in which the said member is partner/owner.</p> <p>iii) Choice of the firm for which such partner be considered for assignment of marks as indicated at Sr.No. (ii) Of the 'criteria of selection of cost auditors for empanelment'.</p>	
10	Whether Cost Audit of UJVNL has been conducted earlier. If yes, the financial years for which the cost audit has been conducted shall be given.	
11	Address of the office / branch near to HQ of UJVNL.	

Note:-

- 1) Documentary evidences of all the information as stated above are to be furnished alongwith the offer.
- 2) All the pages of offers and documents are to be signed by the partner/owner of the firm alongwith sealof the firm.

Declaration:-

I, \_\_\_\_\_ Partner / owner of the Firm \_\_\_\_\_, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the empanelment of Cost Auditors.

**Signature and seal of the firm**

**QUALITATIVE CRITERIA FOR SELECTION OF COST AUDITOR**

<b>Sr. No</b>	<b>Criteria</b>	<b>Minimum Criteria</b>	<b>Max. Marks</b>	<b>Evaluation Criteria</b>
1	No. Of Cost Accountant Associated as Partners or Employees with the firm for not less than three years	1 Cost Accountant	5	One marks each for every Partner. E.g. firm having one partner will get one mark and so on.
2	Firm's experience in practice (From date of registration with the Institute of Cost accountants of India)	5 years	5	5-6Yrs= 2 Marks 7-8Yrs= 3 Marks 9-10Yrs= 4 Marks More than 10Yrs= 5 Marks
3	No. Of Cost Audit assignment in Power Sector Companies from 01.04.2010 and onwards	1 Assignments	10	2 marks per assignment
4	No. Of Cost Audit assignment completed in PSUs from F.Y. 2013-14 to 2017-18. (PSU concern should have minimum annual turnover of Rs. 250 Crore in each year)	1 Assignments	5	2 marks per assignment
5	Place of Registered Office/Branch office of Cost Accountant firm		5	Uttarakhand = 5Marks Delhi(NCR)/UP/ Punjab/HP/ Haryana/Chandigarh= 3 Marks Anyother state = 2Marks
		<b>Total Marks</b>	<b>30</b>	

**Supporting documents for qualitative criteria:**

Following supporting documents must be submitted by the firm along with the technical proposal:

1. Requisite documentary evidence(s) in support of qualifying Criteria (1 to 4) mentioned in table above is required to be submitted. Proposals without the required documentary evidence(s) shall not be considered for evaluation.
2. For Serial number 5, Proof of registered office / branch.